

Report Date: 27 Feb 2015

**Summary Report for Individual Task
805K-79R-4000
Manage the Advanced Training Program
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have new recruiters, or recruiters returning to USAREC after a 12-month absence, recently assigned to your recruiting center and access to: USAREC Regulation 350-1, and STP 12-79R35-SM-TG.

Standard: Assess new recruiters knowledge and performance on the six most essential SL 30 Recruiter critical tasks in accordance with STP12-79R35-SM-TG; record task assessments, refresher training, comments, and post-resident test in the LMS.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Conduct Initial Assessment (Stage I).

a. Evaluate new recruiters on the six most critical tasks within the first 30 days of the ATP.

(1) Conduct prospecting.

(2) Conduct an Army interview.

(3) Implement a school recruiting program.

(4) Lead a Future Soldier.

(5) Develop a recruiter Network.

(6) Develop a Plan in Support of Recruiting Operations.

b. Assess tasks by observing recruiters during live-fire or hands-on activities.

Note: Recruiters receiving a "T" rating in a specific task will not participate in a reevaluation of that task again as part of the ATP. Center leaders, however, must continuously monitor the recruiter's performance and conduct reassessments for validation purposes.

2. Conduct Refresher Training (Stage II).

Note: Stage II begins on the completion date of Stage I. Recruiters who receive a "P" or "U" rating will receive refresher training by the Center Leader. Training will continue until the recruiter receives a "T" rating. The completion of refresher training must be within 90-days from the completion of Stage I.

3. Validate the completion of the Reception and Integration program prior and forwarded to the SMT/MT for ATP enrollment.

a. Annotate all training, task assessments and evaluation, and comments on Training and Evaluation Outlines in the USAREC Leader Development Program.

b. Conduct ATP initial assessments.

c. Develop, schedule, and conduct ATP refresher training until recruiter receives a "T" rating.

d. Validate new recruiters have mastered all ATP critical tasks.

4. Validate Post-resident Test (Stage III). Upon test completion, the recruiter prints the ATP certificate and submits it to the SMT.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Conducted Initial Assessment (Stage I).			
a. Evaluated new recruiters on the six most critical tasks within the first 30 days of the ATP.			
(1) Conducted prospecting.			
(2) Conducted an Army interview.			
(3) Implemented a school recruiting program.			
(4) Led a Future Soldier.			
(5) Developed a recruiter Network.			
(6) Developed a Plan in Support of Recruiting Operations.			
b. Assessed tasks by observing recruiters during live-fire or hands-on activities.			
2. Conducted Refresher Training (Stage II).			
Note : Stage II began on the completion date of Stage I. Recruiters who received a "P" or "U" rating received refresher training by the Center Leader. Training had continue until the recruiter received a "T" rating. The completion of refresher training was within 90-days from the completion of Stage I.			
3. Validated the completion of the Reception and Integration program prior and forwarded to the SMT/MT for ATP enrollment.			
a. Annotated all training, task assessments and evaluation, and comments on Training and Evaluation Outlines in the USAREC Leader Development Program.			
b. Conducted ATP initial assessments.			
c. Developed, scheduled, and conducted ATP refresher training until recruiter received a "T" rating.			
d. Validated that new recruiters had mastered all ATP critical tasks.			
4. Validated Post-resident Test (Stage III). Upon test completion, the recruiter printed the ATP certificate and submitted it to the SMT.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	STP 12-79R35-SM-TG	Soldier's Manual and Trainer's Guide Recruiter MOS 79R Skill Levels 3, 4 and 5	Yes	No
	USAREC Regulation 350-1	Training and Leader Developer	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None